

**FORMING A BRANCH CAMPUS OF A COMMUNITY COLLEGE:
PROCEDURES FOR SEEKING COORDINATING BOARD APPROVAL**

Texas Higher Education Coordinating Board
Division of Community and Technical Colleges

Under the authority of the Texas Education Code, §130.003(e) and §130.086, and based on the rules and regulations of the Coordinating Board (hereinafter referred to as the Board) found in 19 TAC §8.71-§8.76, the procedures as outlined below will be enacted when:

- a Community College District (hereinafter referred to as the District) requests approval from the Board for the establishment of a branch campus.

PROCEDURE

1. The District submits a letter of application or request to the Board for the establishment of a branch campus. [reference: 19 TAC §8.74(a)]
2. A self-study is performed by the District. The self-study must determine if the proposed branch campus meets the criteria listed below [reference: 19 TAC §8.74(b)]:
 - a. Whether the role, mission, and purpose requirements set forth in the Texas Education Code §130.0011 and §130.003(e) are met.
 - b. Whether the appropriate programs and courses are in place for the proposed branch campus, and whether:
 - (i) the courses/programs are offered in the name of the parent District;
 - (ii) the courses/programs meet the role, mission, and purpose requirements, and whether some courses will be offered under contract with another higher educational entity;
 - (iii) the courses/programs receive ongoing input from the parent District; and
 - (iv) faculty credentials, faculty/student ratios, performance evaluation and involvement, etc., contribute to quality of these programs and courses (reference: SACS Commission on Colleges *Criteria for Accreditation*).
 - c. Whether a staffing plan is in place for the proposed branch campus that addresses academic and student support structures. [reference: 19 TAC §8.74(b)(3)]
 - d. Whether the proposed branch campus has an adequate and continuing source of local support. Appropriate funding may include taxation or other means of local support. [reference: 19 TAC §8.74(b)(4)]

If a Branch Campus Maintenance Tax is proposed, additional requirements must be met in accordance with Texas Education Code §130.087; Board rules and regulations, 19 TAC §8.91-8.103; and the guidelines *Conducting A Branch Campus Maintenance Tax Election: Procedures for Receiving Coordinating Board Approval* available from the Division of Community and Technical Colleges.
 - e. Whether the appropriate Higher Education Regional Council has reviewed and approved the proposed branch campus if and only if the proposed branch campus is to be located in a shared service area designated by statute. Minutes of the

council's meeting where the branch campus is discussed and approved will be sufficient for purposes of this requirement. At a minimum, the District should contact each institution of higher education within 100 miles of the proposed branch to ensure the anticipated impact on enrollments of other institutions is non-substantive. [reference: 19 TAC §8.74(b)(5)]

3. The District shall submit the self-study to the Coordinating Board after it is completed. Upon receipt of the self-study, the Commissioner **may** appoint a review team to conduct a site visit to determine the feasibility and desirability with respect to the community college and the population of the geographical area to be served by the branch campus. [reference: 19 TAC §8.74(b) and TEC 130.086(f)] If applicable, a report from the Board-appointed review team will be submitted to the Commissioner of Higher Education indicating whether the Board-established criteria have been met. The report will include a recommendation for approval or denial of the request for the establishment of the proposed branch campus. [reference: 19 TAC §8.74(d)]
4. A public hearing **may** be conducted by the Coordinating Board's Committee on Institutional Effectiveness and Excellence. [reference: 19 TAC §8.74(c)]
5. Preparation for the appropriate Board meeting will be made by the Board staff to include the recommendation of the Commissioner of Higher Education.
7. Board action on the request for the approval of a branch campus will be taken at the next appropriate Board meeting. The District will be formally notified of the Coordinating Board's action by the Commissioner of Higher Education. [reference: 19 TAC §8.75]

NOTE: If Board approval of a Branch Campus Maintenance Tax election is also requested, action generally is taken at a regularly scheduled Board meeting prior to approval of the branch campus.

